



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20010229

OPEN: 8/1/2001

CLOSE: 8/31/2001

RECRUITING FOR MULTIPLE POSITIONS. ONE POSITION WILL BE FILLED ON A PART-TIME WORK SCHEDULE. PLEASE INDICATE ON YOUR APPLICATION WHETHER YOU WISH TO BE CONSIDERED FOR THE PART-TIME OR FULL-TIME POSITION.

THIS IS A PERMANENT POSITION.

INDIVIDUALS WISHING TO APPLY FOR A ONE OR TWO YEAR VISITING SCIENTIST, TEMPORARY, OR INTERGOVERNMENTAL PERSONNEL ACT (IPA) BASIS SEE VACANCY ANNOUNCEMENT NUMBER E20010230.

POSITION VACANT: Computer Scientist (Program Director), AD-1550-4. Annual salary ranges from \$74,697 to \$116,414.

PROMOTION POTENTIAL: Computer Scientist (Program Director), AD-1550-4.

LOCATION: Directorate for Computer and Information Science and Engineering, Division of Experimental and Integrative Activities, (Multiple Programs: Special Projects (International Programs), Workforce and Education, and Multidisciplinary Research), Arlington, VA.

BARGAINING UNIT STATUS: This position is included in the bargaining unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement Article VIII.

AREA OF CONSIDERATION: All Sources

THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE

Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for appointments of more than one year. Disabled veterans with 30% service-connected disabilities as well as other applicants with severe disabilities will be considered without regard to the closing date if applications are received prior to final selection.

The Division of Experimental and Integrative Activities (EIA) promotes the development of experimental computer and communications research, furthers the evolution of multidisciplinary research involving Computer and Information Science and Engineering (CISE) and other disciplines. The division contributes to the creation of a diverse personnel pool, carries out exploratory and prototype projects crossing organizational boundaries, operates special international activities, and supports special studies and analyses on issues affecting CISE disciplines. EIA supported experimental research generally spans several CISE areas and often involves infrastructure needs. In CISE, EIA plays a major integrative role in linking research and education through support for both CISE-specific and NSF-wide activities.

DUTIES AND RESPONSIBILITIES:

- Maintain a healthy balance of support for all the needs of the research and education enterprise either through program, division, directorate, Foundation, or interagency activities.
- Manage program resources so as to provide optimal appropriate scientific judgment to insure integrity and consistency in the grant/declination process without conflict-of-interest, and with balance among appropriate sub-fields and institutions, and participation of all qualified scientists. Incorporate cross-directorate responsibilities into program administration.
- Represent the Program, Division, and Foundation within the scientific community, with other NSF Divisions, with other appropriate agencies and organizations, and with the public, accurately reflecting NSF policy and positions.
- Create and maintain linkages to other NSF units and other Federal agencies in pursuit of the overall NSF mission.
- Establish contacts and maintain active involvement in Program and related areas through participation in professional activities. Maintain familiarity with salient current research developments. Pursue individual research as workload and travel funds permit.

QUALIFICATIONS REQUIRED: Applicants must have a Ph.D. or equivalent experience in computer science or related field, plus six or more years of research, research administration, and/or managerial experience pertinent to the position.

QUALITY RANKING FACTORS:

- Mastery of computer science or related fields that demonstrates a comprehensive knowledge and understanding of its scientific principles and theories.
- Research, analytical and technical writing skills which evidence the ability to perform extensive inquiry into a wide variety of significant issues and make recommendations and decisions based on findings.
- Advise and assist in the development of short-and long-range plans, establishing goals and objectives for research programs. Plan the budget for the program/programs considering past, present and future fiscal years, allocate resources within that budget distributing scarce resources among major competitive programs, and manage post award evaluations.
- Provide scientific expertise, evaluation and advice for other programs in NSF, including international programs, other research programs, and cross-directorate programs.
- Skill in organizing, implementing and managing a proposal-driven grant program-allocating resources to a broad spectrum of program goals.
- In-depth knowledge and understanding of budget processes including developing, planning and budget formation, presentation and execution.
- Ability to meet and deal with members of the scientific community and peers, to effectively present and advocate program policies and plans.

BASIS FOR RATING: Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Quality Ranking Factors. Current performance appraisal, letter(s) of recommendation, and awards may also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to the position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year trial period may also be required.

HOW TO APPLY: You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). You must also submit a current Performance Appraisal or letter(s) of recommendation from professionals who can comment on your capabilities. In order to ensure full consideration, it is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Quality Ranking Factor listed on this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: ♦ Your country of citizenship. ♦ Your social security number. ♦ Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether they are semester or quarter hours. ♦ Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. ♦ If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. ♦ The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20010229. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Yvonne Woodward, on (703) 292-4386 Hearing impaired individuals may call TDD (703) 292-8044.

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

**NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY**

**OMB No. 3145-0096
Expiration: August 2002**

Vacancy Ann. #: _____

Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____

2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER